



## **Division Chair Meeting**

April 28, 2014

Noon

Polycom: EGF-Room 301/TRF-Room 662

### **MINUTES**

Attendees: Brian Huschle, Jodi Stauss-Stassen, Steve Crittenden, Kari Koenig, Dorinda Sorvig, Andrew Dahlen, Andy Mueller, Erin Almlie, Brian Suckow, Karl Ohrn and Lori Johnson, Recorder

Absent: James Retka, Curtis Zoller, Justin Berry

Topic	Responsible Party	Discussion/Outcome
Call to order		Noon
1. Past Program Assessment and Program Review Reports		Chairs were informed that a large portion of the records filed in the Assessment and Program Review D2L site had been lost. Faculty will be asked to re-submit their program information in the D2L site. If they have copies of any records from prior years, they are asked to re-post those records as well.
2. Transfer Request Form Update	Jodi S.	Jodi reported that the revised Course Substitution/Transfer Equivalency Request form has been posted on the web and copies of the old form will be collected and replaced with new form.
3. FY15 Equipment Budget		Equipment budget/matching funds discussion held: <ul style="list-style-type: none"><li>• Deans/Chairs/Program faculty work together to coordinate requests.</li><li>• Cash donations preferred as they are easier to qualify for match.</li><li>• December is the deadline for match donations.</li><li>• Can start soliciting donations now but can't purchase anything until July 1<sup>st</sup>.</li><li>• Work with Dan Klug and Lars Dyrud – donations will pass through the foundation – let them know who you will be approaching for donations before-hand.</li><li>• Program leaders/Chairs/Deans should meet and strategize as to where to go for donations.</li></ul>

4. In-service Day Planning		Erin asked for faculty input in planning In-service days. Faculty would like to have more “active learning” included. Brian H. indicated that the Faculty Development Coordinators would be invited to participate.
5. Plagiarism Licensing		Erin asked about a possible site license for the college for Plagiarism. The cost per faculty for 150 pages per year is \$500. That cost of an unlimited license for the college would be approximately \$6,000-\$7,000. Erin and Andy will check with their faculty to see who would be interested in using this license and how the cost could be divided. They will report back to the committee at the next meeting.
6. Next Meeting  Agenda for Next Meeting		The next meeting will be held on Monday, May 12 <sup>th</sup> at Noon via Polycom: EGF-Room 301/TRF-Room 662.  Plagiarism Licensing Update
Adjourned		12:55 pm.